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DATE *June 29, 2014*

TO *Carole Kapp*

FOR <i>Instructional Materials</i>	TOTAL	3160	17
	THIS CHECK	68	87
	OTHER		
Tax Deductible	Bal W/BS BALANCE	3091	30

Ⓒ 14-1123401-001

Ⓓ

CHECK STUB MARKINGS

It is recommended that at the end of each month and after you balance with the bank statement, circle in red or any other color of your choice, to keep track of months balanced.

- A. Check Number
- B. The Mark (✓) means the check has cleared
- C. Imprest Claim Number
- D. Ending Balance for the Month

If a circle is next to the check number, this means the check has not cleared this month (1970○)

ALWAYS RECONCILE YOUR IMPREST CHECKING ACCOUNT AT THE END OF EACH MONTH.



PERSONNEL COMMISSION

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